



SPECIAL EVENTS POLICY

(Lake Perris SRA, Wildwood Canyon State Park, and San Timoteo State Park)

Special Event Permits

Special event permits allow short term use of Department lands or facilities for such purposes as sporting events, historical pageants, fiestas, musical concerts, weddings, receptions, banquets, or similar types of activities. Special events held in units of the State Park System should be compatible and in keeping with the classification of the specific park unit. Special Events that impact public use are generally not approved between Memorial Day and Labor Day due to heavy visitation. Special event permit application and required fees can be delivered in person or by mail. E-mailed applications will be accepted but will not be processed until permit fee is submitted

A special event permit is required if any of the following exists:

1. The activity is significantly different from general park use;
2. Participants are charged additional fees beyond regular facility use fees;
3. There is a greater potential hazard or liability to the State than is incurred through typical daily park activities;
4. The event requires exclusive use of an area within the park;
5. The event interferes significantly with the public's use of an areas (this type of event should not occur during peak season or result in the entire closure of a unit to the public);
6. There is a need for additional staffing;.
7. The activity has a significant impact on the resources;
8. The event involves the sale of items or services.

A Special Event Permit is required, regardless of the size, for:

1. Weddings
2. Athletic events or competitions (Includes Bass tournaments),
3. Group event (Club, rally, community ect)
4. Events involving the installation of equipment (e.g., party tents, chairs, platforms, staging, bleachers),
5. Events involving voice or music amplification (e.g. public address systems, disc Jockeys, bands).
6. Use of buildings or rental halls
7. Alcohol permit for any day use area
8. Children's inflatable bounce house /slide in the park.

Application Procedures

For simple events such as small fishing tournaments with no participant fees, weddings, outside agency or group picnics with special circumstances, or educational programs offered by outside groups (such as Wilderness Institute, colleges, or universities, etc.), the permittee must file a DPR 246. The permittee must also file a DPR 246A, Special Event Permit Supplement for events which:

1. Involve the sale or use of alcoholic beverages;
2. Require liability insurance;
3. Charge participant fees beyond regular day use fees;
4. Involve the sale of items or services; or
5. Have special conditions or requirements.

Permits Involving the Sale of Alcohol

In all cases involving the sale of alcoholic beverages, the permittee must obtain a license to sell alcoholic beverages from State Department of Alcoholic Beverage Control (ABC) before the scheduled event. The permittee must allow sufficient lead time for both the Department and ABC procedures to be completed (At least 30 days).

Filing Fee

A special event permit filing fee of \$25 will be charged to the permittee. If the permit is filed less than 30 days prior to the event, this fee may be increased up to \$100.

Activity Fee

Special event permit activity fees (in addition to normal park fees) will be determined by the District Superintendent based on costs incurred by the State and consideration of prevailing fees for comparable facilities in the locality. If there are any special requests or requirements (extra portable sanitary facilities, additional patrol, etc.) which involve use of State personnel, the permittee will be charged an amount according to the number of hours and classifications involved using the SAM billing rate formula in SAM Section 8140. In no case shall the fee charged be less than operational costs.

For commercial events, activity fees may vary according to the circumstances. A commercial event is defined as any event where a participant fees are charged in addition to regular state park facility use fees, or the sponsoring organization has paid employees on staff and is a profit organization, or a nonprofit group is sponsoring a fundraiser for non-park purposes.

Activity fees for special events shall be based on the following:

1. The extent of area used;
2. The size and scope of the event;
3. The impact on resources and facilities;
4. Consideration of prevailing fees for comparable facilities in the locality;
5. The amount of permittee's equipment to be placed in the park;
6. The number of permittee's employees and vehicles using the park;
7. The worth of the park facilities to the permittee;
8. The amount of profit permittee expects to make from retail sales at the event;

9. The cost of services provided by the Department (if this includes use of State personnel, use SAM billing rate to calculate charges);
10. Any other considerations as appropriate.

The District Superintendent will charge the permittee a percentage of the gross profit from 10-25% for events designed to generate revenue with a profit-making incentive. Fees may be waived for nonprofit events that are compatible with and contribute to the Department's community involvement goals. Fees for fishing tournaments, Lakeview Pavilion building use and Wildwood State Park weddings are fixed and listed below.

Permit Termination

The District Superintendent or authorized representative may terminate any permittee's activity when it is necessary for the safety and enjoyment of the public, for the protection of the park resources, or for violations of the permit or of any rules and regulation of the Department. In the event of an emergency or unforeseen disaster, the special event permit may be cancelled without prior notice.

Insurance Requirement

All special event applicants must obtain a certificate of insurance in an amount no less than \$500,000 specifically naming the State of California as an additional insured. Use of the department form DPR 169A is strongly encouraged for ease of permit approval. For boat races, Jet Ski, regattas, etc. the permittee must carry liability insurance for a minimum amount of \$1,000,000 combined single limit or \$1,000,000 combined single limit depending on type of activity. Once an event is approved, we will need evidence of your insurance 30 days prior to the event. For larger events, the Department may require a higher insured dollar value. A DPR 169A "Certificate of Insurance" form shall be used and endorsed from the insurance company to document the event coverage.

Insurance Language

The following language must be listed on your event insurance in the "Additionally Insured Section." This language must be verbatim.

State of California, its officers, agents, employees, and servants are included as additional insured but only as operations under this contract or permit are concerned; The insurer will not cancel or reduce the insured's coverage without 30 days prior written notice to State

Time Frames/Deadlines

An event is not booked unless the permit is signed and complete and all funds are paid prior to the event. For larger events, a payment schedule may be used. We recommend submitting special event applications at least 90 days in advance. If your application is sent in within 30 days, a late fee may be applied (Application fee of \$100) and / or your event may not be considered due to time constraints. For larger events (Races, festivals, concerts) or events that require exclusive use we need at least 6 months to year advance notice to consider your proposal and work with local

stakeholders. Special Events may be scheduled up to one year in advance of the event.

Approval of Permit Application

Submittal of a Special Event Application and Permit fee is required to preliminarily hold the date and time of your event. However, such submittal of the Special Event Application and permit fee should not be construed as a final approval or confirmation of the request. Even if the event has been held in the past, the event organizers should be cautious in advertising based on the assumption that a Special Event Permit will be issued. All requests are subject to review and approval of the District Superintendent. The unit specific internal guide will identify resource issues of each park and the appropriate uses. The final authorization / approval will come from the District Superintendent.

Nonexclusive Use of Areas

A Special Event Permit may not entitle the permittee to rope off or otherwise restrict public access to an area. Even with a permit, most park areas will be available to the general public on a first-come, first serve basis. If your event needs exclusive use, the park will determine if there are other areas that will satisfy the public use. Displacing public use impacts our visitors and we only consider this practice during non-peak visitation times of the year.

Noncompliance

All persons using departmental facilities shall comply with Title XIV of the California Code of Regulations, Section 4300 et seq., as well as applicable local, state and federal laws and regulations. Failure to comply with any laws and regulations may result in cancellation of your event and denial of future permit applications.

Specific Holidays

Holidays and Holiday weekends between Memorial Day and Labor Day are high visitation dates and the park is typically sold out by public use. Events during this time that disrupt normal park use will not be considered.

Personnel Fees

These fees are the actual costs incurred by the department for personnel assigned to your event. The fee varies with each event and could include time spent for pre-event meetings, monitoring, security or clean-up after an event. The Special Event Coordinator will determine all costs, which must be paid in advance by check with your Special Event permit fee. Personnel hourly fees are determined using the (SAM) State Administrative Manual formula which adds the employee benefit rate and overtime hourly wage.

Park Aide (Used for monitors, clean-up, traffic control)	\$21.33 per hour
Maintenance	\$59.25 per hour
Environmental staff	\$100.53 per hour

Lifeguards (Used for EMS, Aquatic safety)	\$30.92 per hour
Ranger (Used for Law Enforcement, traffic control, EMS)	\$86.43 per hour
Law Enforcement Sergeant	\$97.27 per hour
Vessel use for aquatic events	\$150 per hour

All listed fees require a 4 hour minimum and are subject to change based upon bargaining unit raises

Lakeview Pavilion

Lake Perris has a 2000 square foot multi-purpose pavilion that can be rented for public use between the hours of 8:00 AM and 10:00 PM. The building's capacity is 130 people.

Meeting use

(No food) \$50 per hour up to 3 hours. Includes hourly parking for 15 vehicles.

Entertainment and Wedding Use

(Food and beverage use) no alcohol sales.

\$600 for 4 hours. Each additional hour is \$100. Clean-up fee is \$80.58

Includes parking for 25 vehicles

Wildwood Canyon (Outdoor Wedding)

9:00 AM to 9:00 PM only due to neighbors = \$500 plus a site clean-up fee of \$80.58

There is no parking fee in this area.

Fishing Tournaments Related Special Event Fees and Process:

A DPR Special Event Permit (DPR 246 & 246a), proof of club insurance indemnifying the State Of California, and an approved angling tournament permit from the California Department of Fish and Wildlife (must apply with them) is required for any fishing tournament held at Lake Perris SRA. All required fees must be paid at the time of submission of the Special Event Permit. Park entry and launch fees will be paid upon arrival at the gate if participants do not have an annual pass.

Tournament Event Application	\$25
Tournament 5:30 AM to 3:00 PM (1-15 Boats)	\$250
Tournament 5:30 AM to 3:00 PM (16-30 Boats)	\$350
Night Tournament (2:00 PM – 9:30 PM) (1-15 boats)	\$250
Night Tournament (2:00 PM – 9:30 PM) (16-30 boats)	\$350
Each Additional boat (subject to approval)	\$20
Staff charge to allow boaters in prior to 6:00 AM	\$21.33
Night staff Charge for resale	\$21.33

California State Parks has the ultimate authority to deny or approve any fishing tournament even if a DFW permit has been approved. Due to angling pressure and public impacts, CA State Parks will limit the amount of tournaments to two per month. Tournament Directors are required to share all relevant information to their participants in regards to the information contained in this handout. The tournament permittee is responsible for the release of all live fish caught in the tournament. All live fish must be

released at various locations in the lake and not in the vicinity of any launch ramp or marina. In an effort to improve the receipt and tracking of fishing contest reports, the Department has designed a new process which allows you to submit your completed contest reports electronically. The Fishing Contest Report (FG-776) can be found online at: <http://www.dfg.ca.gov/fish/Administration/Permits/FishingContest/>

Resource Impacts

If an event seems to have an impact on the parks environment outside of what is deemed considered normally approved recreation, the event may be subject to California Environmental Quality Act (CEQA) review. Additional fees will be charged if such review is necessary by park officials.

Fee Changes / Charges

All fees will be given in writing and will be stated on an invoice sheet attached to the Special Event Permit. For revenue generation purposes, the District may adjust pricing depending on event type, season, joint effort events with DPR, non-profits events, exclusive use, and other special activities.

Cancellation / Payments

There are no refunds on special event payments. Reschedules will be considered on a case by case basis depending on availability and how much advance notice is given. All payments must be made using either cash or credit. Special event applications are available at the park between the hours of 8:30 AM and 4:30 PM and also are available for download online. Completed applications should be delivered to the following:

Lake Perris SRA
Attn: Special Event Coordinator
17801 Lake Perris DR
Perris, CA 92571

If you have any questions please contact Kathy Bacha who is our Special Event Coordinator. She can be reached by email at Kathy.bacha@parks.ca.gov or by phone at 951-940-5600